

**POST-DOC APPLICATION PROCESS**  
**Supplement to ARIS On-Line Manual**  
**Chapter 15G**

Each year, the ARS Administrator funds 50 post-doc proposals for a two year period through the ARS Administrator Funded Research Associate Program.

**Proposal Information**

- ! Proposals submitted by a single ARS permanent scientist (Category 1 or 4), who serves as the mentor and supervisor of the Research Associate.
- ! Proposals with a Category 2 scientist as the supervisor cannot be submitted.
- ! Proposals cannot be submitted by a scientist on a PIP or by a temporary Scientist.
- ! Only ONE proposal can be submitted by a scientist.
- ! Proposals should outline research that can be accomplished in 2 years and is directly relevant to the CRIS project under which it is submitted.
- ! Proposals that identify specific achievable objectives will receive more favorable consideration than those that simply speed progress towards long-term goals.
- ! Every research project in ARS is part of either one or two National Programs; the postdoc proposal must identify a single National Program under which it is to be considered.
  - ! The identified National Program must be one associated with the base project. If the In-house project is associated with two National Programs, either the primary or the secondary National Program can be identified.
  - ! In the text, the proposal should also specify which National Program objective(s) will be advanced by the proposed research.

**Evaluation Process**

- ! Each proposal will be evaluated independently by the Area Director and the National Program Leadership Team for the identified National Program.
- ! Evaluation criteria will include scientific excellence, relevance to National Program objectives, and capacity to perform and manage the proposed work.
- ! The two scores will be combined to determine which proposals are funded.
- ! One proposal will be recognized as the single best proposal overall, and the Research Associate will be designated as the T.W. Edminster Research Associate.
- ! The funded proposals, and the T.W. Edminster winner, will be announced at the Administrator's Council meeting each year in September.

**Headquarters Funding**

- ! The awarded proposals are funded for a two-year period at \$40,000 per year.
- ! If a Minority Outreach candidate is hired, the post-doc is funded for a

two-year period at \$50,000 per year. Minority Outreach for the purposes of the post-doc program are designated as the following: Black, Hispanic, and American/Alaskan Native.

- ! The T.W. Edminster Awardee receives \$50,000 per year for a two year period.

#### **Post-doc Program Schedule**

- ! Schedule will be sent out mid-June

#### **Preparation of Proposals (ARIS)**

- ! Proposals will be prepared offline in word processing software. "How to" instructions will be sent out in mid-June on how to prepare.
- ! The Areas will follow the schedule determined by the National Program Staff, but each Area may have different deadlines to receive the proposals to their Area Office.
  - ! Proposals should be submitted according to the individual Area's schedules.
- ! The Post-doc system will be closed each year, usually around the end of July (refer to the post-doc schedule for the respective year).
  - ! Once the system is closed, no proposals can be entered and the ranking process will begin.

#### **Post-doc Fund Transfer**

- ! Once a post-doc is hired for the awarded post-doc position, the Management Unit is responsible for requesting the funding each year.
- ! The funding project for post-doc funding will always be **0101-88888-016-00D**.
- ! When requesting funding, the following information must be included in the remarks section of the 416 submission: name of mentor, name of post-doc, EOD, Class of FY-XX, minority outreach information (yes or no), requested dollar amount, and remaining balance available after requested amount is deducted.

**NOTE: Maximum allowable per year is \$40,000 or \$50,000 if a minority outreach candidate is hired. T.W. Edminster Awardee also can receive a maximum of \$50,000 per year.** If the person is a minority outreach recruit OR the T.W. Edminster Awardee, add this information to the Remarks section.

- ! The postdoc funding works by FISCAL Year; therefore, the maximum funds received in one Fiscal Year is \$40,000.
- ! RL and LAO determine the amount to be released.
  - ! (Example: If a postdoc enters on duty (EOD) in July, transfer only a portion for this FY, and then do two more transfers for the next 2 FYs.)
- ! The postdoc must be physically on board in ARS before submitting the temporary fund transfer request from the Headquarters project. Example: The postdoc began work on 6/1/01; therefore, on 6/2/01 you can submit the request for funds via an ARIS action.

**Remarks** for Request of Full Amount:

\$40,000 FY-XX TEMPORARY fund transfer for Administrator funded postdoc position, Samuel M. Davis, Class of XX (EOD 06/01/01). \$0 remaining balance. Mentor is James E. Smith.

or

**Remarks** for Request of Partial Amount:

\$35,000 FY-XX TEMPORARY fund transfer for Administrator funded postdoc position, Michael M. Doe, Class of XX (EOD 06/01/01). \$5,000 remaining balance to be FY-XX request. Mentor is James E. Smith.

- ! If you have a postdoc entering on duty in mid-late July, it is permissible to complete the next FY temporary fund transfer action FIRST, to be included in the final Allocation dollars (postdoc must be physically on board), and then complete the current FY temporary fund transfer action to recoup the expended salary funds.

Area Program Analyst will submit action in RMIS to NPS. The request will be signed by the Assistant Deputy Administrator and forwarded to BPMS for the release of funds.

MUs may monitor action through ARIS (NPS Review and Work Status) to be informed when fund transfer is officially approved.

**Other Information**

- ! Post-doc positions are awarded to an individual scientist within a management unit, not the management unit in general.
- ! If a scientist who receives a post-doc award leaves the unit and/or Agency before a post-doc is hired, the position and funding are lost/forfeited.
  - ! If a post-doc is already hired, another mentor is assigned to supervise the post-doc.
- ! If a post-doc leaves the position or is converted to a different permanent position in the Agency within the 2-year appointment period, the remaining funding is forfeited.
  - ! All unused funds for that fiscal year must be returned to Headquarters. Contact your Area Program Analyst in order to complete this action.